

City of Calexico
Public Works/Engineering Department
Check List for Plan Check Submittal Requirement

11-26-01(Revised 1-27-04)

I. Items Required for Submittal of Subdivision Plan Checks

1. Tract/Parcel Map (2 sets fold 8 ½ x 11)
2. Calculation Data and Point Sheet and Traverses/Closures
3. Improvement Plans (2 sets fold 8 ½ x 11)
4. Engineer's Cost Estimate (Both On-site and Off-site). Use attached City Unit Price for Estimate.
5. Soils Report
6. Title Report (Current should be with 6 months of targeted approval date)
7. Conditions of approval for the project
8. Approved Tentative Map (Including any Amendments)
9. Other Reference Materials (Plans, Lot Line Adjustment, Record of Survey and any other deeds related to any other modifications)
10. Pay a Plan Check Deposit Fee Based on City Standards dated November 29, 1991. Also see attach Exhibit B, Items No. 11, and 12, (3% of off-site construction cost each for Plan Check and Inspection). Use attached City Unit Price for Estimate on bonding and fee calculation.

Note: Apply to all Plan Check Submittals.

II. Items Required Prior to Approval of Tract/Parcel Map and Improvement Plans

11. All Applicable Fees
 - a. Based on Conditions of Approval and any other Special Assessments
 - b. Plan Check Fee
 - c. Improvement Inspection Fee
12. Bonds/Security (Double Bond 100% each)
 - a. Performance Bond
 - b. Labor and Materials Bond
 - c. Monument Bond
13. Tax Clearance